



## PORTERVILLE DEVELOPMENTAL CENTER

### JOB OPPORTUNITY BULLETIN

## OFFICE TECHNICIAN (TYPING)

<b>SALARY RANGE:</b>	<b>\$2921 - \$3656</b>
<b>TENURE/TIME BASE:</b>	<b>Limited-Term (12 month)/Full Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Program V</b>
<b>FINAL FILING DATE:</b>	<b>December 20, 2017</b>
<b>JOB CONTROL #:</b>	<b>JC-92154</b>

Program V has One, Full-Time, Limited-Term (12 month) positions available.

**DESCRIPTION OF DUTIES:** Oversees the day to day running of the Program Office. Provides general secretarial work, performs a high degree of independence, initiative and originality in the performance of duties.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement or employee transfer) or be list eligible as a result of taking an examination.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678) and Copy of Typing Certification by the Final Filing Date. **Applicants must submit a Typing Certificate that was issued within the last four years and certified from a five minute typing test with a minimum of 40 words per minute from any State Agency/Department, EDD (One-Stop Career Centers), Business school or colleges, Adult Education Centers, or Skills and Business Education Centers. Typing certificates issued by the Internet or Employment Agencies, and Typing Certificates issued for a typing test under five (5) minutes are not acceptable.** Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application, in the job title section, the type of eligibility they currently possess and which qualifies them to apply at this time. In the "Employment History" section of the application you must list your current employment history by providing the To and From dates with the month, day and year, the hours per week that you worked, which should be a whole number and not a range, the Total Worked (years/months), and the Salary you earned per hour, week, month or year in the Salary Earned Section. You must complete the Duties Performed section on the application. Applications with "see resume" is not acceptable. Application received without all of this information will be considered incomplete and will not be processed. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

**For those utilizing "drop off" to turn in their applications. Applications MUST be submitted by 4:30 pm on the Final Filing Date. Applications received under the door after that will be considered late and will not be processed. Faxed applications will not be processed. If you are mailing your application it MUST be postmarked on the Final Filing Date. Electronic applications are time marked and must be submitted on the Final Filing Date or they will be marked as late in the system.**

**Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.**

### **PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000 (26501 Avenue 140)  
 Porterville, CA. 93258 (93257)  
 (559) 782-2325 or (559)782-2087 or (559)782-2322 (Contact Latha Sampath-Kumar or Amanda Avila or Cecelia Goucher for questions specific to the essential functions of the position only).